MEMORANDUM FOR: Executive Officer

FROM   : Deputy Director of Security (Investigations and
                            Operational Support)

SUBJECT   : Survey Report
                            Security Records Division

     1. A review of the Survey Report of the Security Records Division
prepared by the Records Management Staff has been completed and the
following comments relative to each listed recommendation in that report
are listed below:

RECOMMENDATIONS

     a. ESTABLISH ONLY ONE CONTROL FOR ALL CASES PROCESSED
IN SRD.

     This recommendation is acceptable in its entirety and should be
carried out without delay, Implementation, however, will require prior
consultation with PSD because of the fact that it would render surplus to
SRD's operation, the IBM set-up. Since this operation has had the pri-
mary responsibility for furnishing raw statistics to PSD for compilation
of certain reports and the controlling of overt cases, it is suggested that
the administration of this operation might be transferred to PSD and left
in place or be transferred physically in its entirety. The proposed Con-
trol Desk would adequately replace any necessary overt controls now
furnished by the IBM and would, in addition, serve all types of cases
entering or leaving SRD in the way of controls.

     b. ALL MATERIAL ON ONE INDIVIDUAL INTO ONE FOLDER.

     The problems inherent in the implementation of this recommenda-
tion are such that a further detailed study within OS is thought to be both
necessary and prudent from a security standpoint. Recommend that this
proposed change be delayed until such study is completed.

c. APPOINT A QUALIFIED, FULL TIME, RECORDS OFFICER FOR OFFICE OF SECURITY.

This recommendation appears to be particularly valid. Such an officer would be in a position to monitor records housekeeping, files retirement, forms management, records procedures, work-flow, and many other "paper" functions affecting the entire Security Office.

d. REARRANGEMENT OF FILES TO PUT ONE INDIVIDUAL'S OVERT AND COVERT FOLDER SIDE BY SIDE ON SHELF.

This procedure should be implemented as soon as possible in the interest of unneccessary handling and control of files particularly the time lost in pulling files from different areas in SRD. It is believed, however, that good management dictates that this change be effected coincident with the move to the new building. By placing the files in the shipping boxes in the recommended manner, it would then be simple to place all files on the shelves in the new building side by side with a minimum of time and effort.

e. SRD INACTIVE RECORDS.

An increase in activity relative to records retirement is certainly needed. Studies will be instituted immediately to determine what is the best criteria to use in deciding what types of file should be retired on an accelerated basis. When these criteria have been established, new methods for handling the files for retirement will be established.

f. REMOVAL OF ALL NON-SRD MATERIAL FROM SRD AREA.

A memorandum is being prepared advising all components of the Security Office as to the material located in SRD which can be identified with their office together with a request for suggestions as to disposal of the material and/or removal from SRD area to the office involved. It is hoped that this survey can be completed before the move to the new building.

g. Another recommendation concerns the establishment of work stations in the ████████████ An experience study will be conducted as soon as new equipment recently ordered is received in an attempt to reasonably evaluate this recommendation. The remaining 56 recommendations on initial examination appear to be beneficial to SRD operations and will be implemented unless further study indicates otherwise.

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